

Everyday Safety and Emergency Preparedness

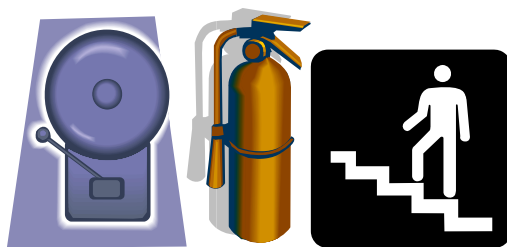
Objectives

- Identify common safety concerns in the courthouse environment.
- Describe how to best prepare for natural disasters and other emergencies.
- Recognize potentially hazardous situations and know how to correct them



ADMINISTRATIVE OFFICE
OF THE COURTS

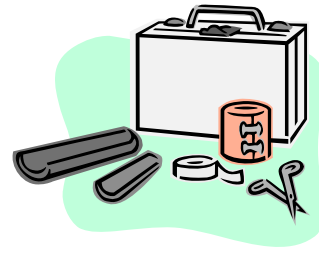
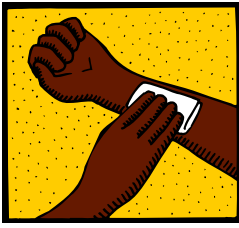
EDUCATION DIVISION/CENTER FOR
JUDICIAL EDUCATION AND RESEARCH



SAFETY IN THE COURTS CHECKLIST



	I know where the two nearest emergency exits are
	I know whether alarms can be heard in all locations in the court
	I know where the fire pull stations are located in the court
	I know who to report to in the event of an on-the-job accident (<i>i.e.</i> , slip, trip, or fall)
	I know where to find the first-aid kit at work
	I know where to find the automatic external defibrillator (if applicable)
	I have read my court's emergency plan
	I know the location of evacuation rendezvous points for my court
	I know who the floor/suite wardens are in my court
	I know the location of the fire-safe area(s) for persons with disabilities
	I know where the safest spot near my desk is in the event of an earthquake
	My family has a written emergency preparedness plan
	I have an emergency preparedness kit at home/at work
	I know where the fire extinguishers are located at work



FIRST-AID KIT CONTENTS

- First-aid manual
 - Sterile gauze and adhesive tape
 - Adhesive bandages in several sizes
 - Elastic bandage
 - Antiseptic wipes
 - Soap
 - Antibiotic cream (triple-antibiotic ointment)
 - Antiseptic solution (like hydrogen peroxide)
 - Hydrocortisone cream (1%)
 - Calamine lotion
 - Alcohol wipes or ethyl alcohol
 - Extra prescription medications (especially if the family is going on vacation)
 - Sharp scissors and tweezers
 - Safety pins
 - Disposable instant cold packs
 - Thermometer
 - Plastic gloves (at least 2 pairs)
 - Flashlight and extra batteries
 - Face mask
 - Mouthpiece for administering CPR (can be obtained from your local Red Cross)
 - List of emergency phone numbers
 - Blanket (stored nearby)
 - Ipecac syrup and activated charcoal for treatment after ingestion of certain poisons (use only on advice of a poison control center or the emergency department)
- * Store your kit in a location known to all employees/family members (as applicable)
- * Check kit regularly and replace any depleted or expired items

The emergency preparedness kits are designed to be the basis for some of the supplies that may be needed to have available when an emergency or disaster happens. While the materials included in the kits are a good start, there is no kit that can provide all the supplies that individuals may need in an emergency. Your kit should be customized based on your own personal needs. Additional contents could include:

Clothing and Bedding

- ☐ At least one complete change of clothing and footwear per person
- ☐ Sturdy shoes or work boots
- ☐ Rain gear
- ☐ Blankets or sleeping bags
- ☐ Hat and gloves
- ☐ Thermal underwear

Tools and Supplies

- ☐ Flashlight and extra batteries
- ☐ Mess kit, or paper cups, plates and plastic utensils
- ☐ Cash, traveler's checks, change
- ☐ Non-electric can open, utility knife
- ☐ Tent
- ☐ Pliers
- ☐ Tape
- ☐ Matches in waterproof container
- ☐ Aluminum foil
- ☐ Paper, pencil
- ☐ Needles, thread
- ☐ Medicine dropper
- ☐ Shut-off wrench, (to turn off household gas and water)
- ☐ Plastic sheeting
- ☐ Map of area
- ☐ Battery operated radio and extra batteries
- ☐ Whistle
- ☐ Plastic storage containers

Sanitation

- ☐ Toilet paper, towelettes
- ☐ Soap, liquid detergent
- ☐ Feminine supplies
- ☐ Plastic garbage bags, ties
- ☐ Plastic bucket with tight lid
- ☐ Disinfectant
- ☐ Household chlorine bleach
- ☐ Hand sanitizer

Water

- ☐ Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation) **Note:** Hot environments and intense physical activity can dramatically increase the amount of water that a person needs to drink.

Food

- ☐ Ready-to-eat canned meats, fruits and vegetables
- ☐ Canned juices, milk, soup (if powdered, store extra water)
- ☐ High energy foods-peanut butter, jelly, crackers, granola bars, trail mix
- ☐ Vitamins
- ☐ Comfort/stress foods- Cookies, hard candy, sweetened cereals, instant coffee, tea bags

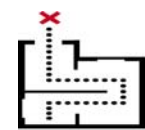
Special Items

- ☐ Medications (both prescription and non-prescription) that you take, including pain relievers, stomach remedies, etc. (Ask your physician or pharmacist about storing prescription medications)
- ☐ Extra eyeglasses
- ☐ Important family documents (in a waterproof, portable container)
 - Will, insurance policies, contracts, deeds, stocks and bonds
 - Passports, social security cards, immunization records
 - Bank account numbers
 - Credit card account numbers and companies
 - Inventory of valuable household goods, important telephone numbers
 - Family records (birth, marriage, death certificates)
- ☐ Entertainment- games and books
- ☐ Supplies for persons with special needs, such as infant, elderly or disabled persons
- ☐ Family or workplace disaster plan

Rethink your kit and individual needs at least once a year. Replace batteries, update clothes, etc.

For more information about disaster Preparedness please visit the American Red Cross website at:

<http://www.redcross.org/services/disaster/beprepared>



MAKE A PLAN



BUILD A KIT



GET TRAINED



VOLUNTEER



GIVE BLOOD

Everyday Safety and Emergency Preparedness

Evaluation Form

1. How has this broadcast increased your understanding of everyday safety and emergency preparedness?
If so, what information did you find most helpful?

2. What questions do you still have?

3. What suggestions do you have for future broadcasts?

4. Please rate the following broadcast elements of the program

	strongly agree		strongly disagree		
The activities in the course helped me learn the content...	5	4	3	2	1
The course duration was the right length...	5	4	3	2	1
The content of the course was relevant to my work needs...	5	4	3	2	1
If applicable, issues of access and/or bias and stereotypes were appropriately addressed in the course...	5	4	3	2	1

Other comments or suggestions:

Court Name _____

Downlink Site Location: _____
(City)

Please FAX completed form to: Vernell McGee at (415) 865-4335



Please fax to (415) 557-1137 or (415) 557-1138

Broadcast Fax Form



To:

Fr:

Su: Everyday Safety and Emergency Preparedness

Question(s):

*Questions not answered during the broadcast will be posted to the COMET site (www.courtinfo.ca.gov/comet) with our panelists' responses.